



King County
Administrative Specialist III
PUBLIC HEALTH- SEATTLE & KING COUNTY
Community Health Services
Hourly Rate Range \$16.88 - \$21.39
Job Announcement No: 04TA4043
OPEN: 2/17/04 CLOSE: 2/23/04

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Reeshema Lewis at (206) 296-4332 for further inquiries.
PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), data sheet, resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Downtown Seattle, Wells Fargo Center, 999 3rd Ave, Suite 1200

WORK SCHEDULE: This career service position is non-exempt from the provisions of the Fair Labor Standards Act and is overtime eligible. It works a 40 hour work week; Monday through Friday.

PRIMARY JOB FUNCTIONS INCLUDE: This position will provide administrative support to the Healthcare for the Homeless program and the Clinical Operations Unit for Public Health Seattle & King County. Job duties will include:

- Administrative support functions which will include schedule meetings, organize and maintain files, maintain mailing lists and committee rosters, light telephone answering, process mail, copying, faxing, and other general office tasks.
- Assist in preparation, attend, and take minutes for various meetings. This will include preparing meeting materials, reserving meeting locations, catering arrangements, setting up and operating Audio/Visual equipment, and providing general assistance during the meetings.
- Assist with formatting and proofreading a variety of documents including large grant applications, program descriptions, and training materials. Prepare correspondence, enter data into spreadsheets.
- Order office supplies, publications, and other procurement activities.
- Prepare travel and training paperwork. Assist in preparation of Human Resource paperwork.
- Provide support for Public Health Nurse at training and education classes for homeless shelter staff and clients. Assist Public Health Nurse in organizing Healthcare for the Homeless storage unit which includes assembling hygiene kits and ordering supplies.
- Process quarterly Client Satisfaction surveys.
- Work with other administrative specialists to provide administrative and clerical support duties to ensure proper functioning of overall office operations and flow. Duties will include reception desk coverage, delivering mail, radio roll call, and any other office tasks that are assigned.

QUALIFICATIONS:

- Excellent computer skills including intermediate Word, Excel, and PowerPoint. Familiarity with Outlook and Visio. **Candidates will be required to pass a computer skills test which will include Word and Excel.**

- Strong oral and written communication skills, including the ability to take accurate meeting minutes and produce concise meeting summaries, drafting and editing correspondence, formatting and proofreading documents, and accurate data entry. **Applicants will be tested in business writing.**
- Excellent problem solving skills, skills in prioritizing work and handling multiple tasks simultaneously, and skills in meeting deadlines & time constraints.
- Ability to maintain confidentiality.
- Skilled in operating and troubleshooting standard office equipment such as copy machine, fax machine, scanner, and a multi-line phone system.
- Skilled in providing excellent customer service with discretion, patience, and professionalism in person and over the phone.
- Skills in establishing and maintaining good working relations with coworkers, management, representatives of other agencies, and the general public.
- Skilled in working as part of a team as well as independently with minimum guidance.
- Skilled in working with diverse communities, community agencies, clients, and co-workers.
- Skilled in making travel arrangements, organizing large meetings, and maintaining manager schedules/calendars.
- Skilled in general ordering of office supplies and catering requests.
- Ability to adapt to changes in the workload demand.

DESIRABLE QUALIFICATIONS:

- The ability to work with homeless people in a sensitive, appropriate manner.
- Three years of increasingly responsible office or administrative clerical support experience or a combination of education training and/or experience, which provides evidence of the ability to perform work in this job class.
- Ability to lift 30 pounds without assistance.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a through background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Washington State Driver's License or the ability to travel to off site work locations with limited or no transportation services.

UNION MEMBERSHIP: This position is represented by Local 17.

CLASS CODE: 8388 SEQUENCE NUMBER: 4050